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Procurement Office Directive No. 15

Subject: Procedure for Building Services Officer

**ARE** 1. General: The general functions of the Building Services Officer ~~is~~ to provide all services to activities within the Washington area relative to: The requisitioning of all expendable and non-expendable administrative supplies and equipment for use, transfer or turn in of equipment, coordination with Administrative Services relative to effecting minor repairs or services; and requests for movement of property.

2. Specific Duties of a Building Services Officer

- a. Receive all requests for administrative supplies and equipment for use within the building or group of buildings under his jurisdiction.
- b. Review and consolidate requests and prepare the necessary requisitions to obtain required items.
- c. Receive requests for turn in or transfer of property, and, after determining which items are in excess of need of the total area served, prepare the necessary transfer or turn in documents.
- d. Inspect and sign for all administrative property for use delivered to building or group of buildings concerned.
- e. Prepare transfer documents and coordinate movement of property between buildings where other Building Services Officers are involved.
- f. Issue property passes for all accountable items which are removed from the building on a temporary basis.
- g. Make periodic surveys of property under his custody to determine that same is in serviceable condition and is being properly utilized.
- h. Make periodic surveys relative to building safety.
- i. Establish and maintain, where feasible, a supply room for expendable supplies.
- j. Establish and maintain a storeroom for "common use" items such as chairs, desks, typewriters, clocks, etc., from which emergency requests could be filled thereby eliminating additional deliveries by the Warehouses.

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k. Maintain a file of all receiving, transfer, and turn-in documents.

l. Maintain a file of Form No. 36-99, "Employee's Property Issue Record" for all personal portable items in use within the building or group of buildings concerned.

m. Conducts preliminary investigations of all damaged or lost property and initiates Survey Reports when requested by the Property Survey Officer.

n. Receives and coordinates with Administrative Services, all requests for maintenance, repair, and movement of property which can be furnished on a non-reimbursable basis and will be accomplished by direct contact with the concerned activity.

3. Requisitioning Procedure (Supplies and Equipment)

a. Requests for administrative supplies and equipment obtainable from one of the various supply accounts, will be received either in writing or verbally from authorized individuals 48 hours in advance of need by the Building Services Officer. Requests will be entered on a Request Sheet (copy attached) indicating appropriate information relative thereto. The Building Services Officer will screen all requests to determine: (1) If requested items can be transferred from another activity within the building concerned, (2) That there is justification for requested items, and (3) If substitutions could be made to an advantage. After necessary screening, the Building Services Officer will consolidate all requests received during the prior 48 hour period and prepare one requisition in quadruplicate for each supply account concerned, indicating thereon stock number, nomenclature, quantity, room locations, and names of requesting individual concerned. The original and two copies of the requisition will be forwarded to the appropriate supply account, the remaining copy will be attached to the supporting request sheet and retained by the Building Services Officer until delivery is effected after which time same will be destroyed. The delivery of items will be accompanied by two copies of the requisition. The Building Services Officer will compare his suspense copy of the requisition with delivery requisitions, noting any changes, after which items will be physically checked for correctness of stock number, nomenclature and quantity. After determining that items are in agreement in all respects with requisitions, the Building Services Officer will sign the original and one copy of the requisition and supervise the delivery of items to the various offices concerned. One copy of the Requisition will be retained by the Building Services Officer for filing.

b. Requests for procurement items will be initiated by an authorized individual within the activity concerned by the submission of Form No. 36-7, Request for Supplies, Equipment, or Services, in original and three copies to the Building Services Officer concerned. Form No. 36-7 will reflect the room number, name of requesting individual, stock number if available, complete descriptive nomenclature and quantity of item or items desired, and the appropriate allotment account number. Upon receipt of the original and three copies of the requisition the Building Services Officer will:

(1) Screen the requisitions for correctness in every detail and also for the purpose of ascertaining that items requested are not available from another source which would be of advantage for all concerned.

(2) In the event procurement is necessary the Building Services Officer will retain one copy of the Form No. 36-7 in suspense and forward the original and two copies to the Control Group where a requisition number will be assigned to all copies and one copy returned to the Building Services Officer.

(3) Insert the requisition number on the suspense copy retained and return same to the originating source for reference purposes and retain the copy returned by Control Group in a suspense file.

(4) Receive the No. 11 copy of Purchase Order from Procurement at the time of preparation and retain it in suspense with the concerned requisition.

(5) Receive inquiries and furnish necessary information relative to any requisitions for procurement items.

(6) Inspect and verify the condition of items when delivered and in the event of complete shipment will sign the No. 4, 5, and 8 copies of the Purchase Order, supervise the delivery of items to the originating source, retain the No. 8 copy for filing, return the No. 4 and 5 copies to the Property and Control Unit for their files and forward the No. 11 copy to the purchase order to the initiating individual.

(7) In the event of partial delivery on an XQ Delivery Ticket, inspect and verify the condition of items upon receipt and supervise the delivery of items to individuals concerned. Upon completion of the above, the Building Services Officer will sign the No. 4, 5, and 8 copies, return the No. 1 and 2 copies to the Warehouse for their files, forward the No. 5 copy to the requisitioning individual for information, and retain the No. 4 copy for his document file.

#### 4. Requisitioning Procedure (Services)

Requests for services which can be furnished on a non-reimbursable basis such as the repairs of broken lights, fans, window panes, window locks, torn floor coverings, etc., will be received by the Building Services Officer via telephone or in person and after coordination with Administrative Services will be accomplished by direct contact with the related repair shops involved.

#### 5. Turn In of Property to Supply Accounts

a. Serviceable Property: The Building Services Officer will receive requests in writing or verbally from authorized individuals for the turn in of non-expendable property. The Building Services Officer will personally

inspect the items to be turned in to determine condition, stock number, nomenclature and quantity. After determining that items are serviceable and not needed by other using activities (this to be accomplished by each Building Services Officer issuing a weekly list of items surplus to his account), the Building Services Officer will prepare a Property Turn In or Transfer Slip, Form No. 36-24, in quadruplicate indicating appropriate supply account, item number, stock number, nomenclature, quantity, room number, and name of concerned individual. The original and two copies will be forwarded to the appropriate supply account for their necessary action to effect pick up, the remaining copy will be held in suspense until pick up is made. The Building Services Officer will personally supervise the pick up of property to determine that items physically removed from the building correspond with those listed on the Property Turn In or Transfer Slip, and will insert the date of pick up on his suspense copy. When receipted copy of Property Turn In or Transfer Slip is received from the Supply Officer, it will be filed and the copy held in suspense will be destroyed.

b. Unserviceable Property: All Property Turn Ins listing property which is unserviceable, i.e., not in condition for reissue without repair, will be submitted to the Property Survey Officer for investigation prior to pick up of property. In the event the Property Survey Officer finds that the unserviceability is a result of factors other than fair wear and tear, the Building Services Officer will be required to submit a Survey Report based on a signed statement by the person or persons having knowledge of facts involved. After investigation has been made by the Property Survey Officer and approval made for turn in, the pickup of property will be handled as in paragraph "a", above.

#### 6. Transfer of Property Between Buildings

a. The transfer of non-expendable property between buildings under the jurisdiction of the same Building Services Officer will not require the preparation of Property Turn Ins inasmuch as there will be no change in accountability records. However, a survey will be conducted by the Building Services Officer prior to the movement of property with a view of utilizing property located in space to be occupied rather than moving all property utilized in space now being occupied.

b. The transfer of non-expendable property between buildings under the jurisdiction of different Building Services Officers will be coordinated with the Building Maintenance and Utilities Division and will be effected as follows:

(1) Upon receiving information that an activity is authorized to move, the Building Services Officer concerned will contact the other Building Services Officer concerned to determine how much property will have to be moved to the new location to meet the required needs. It is contemplated that for activities which utilize only "Class C" equipment only such items as safe files and personal items will have to be moved.

(2) After determination has been made by the Building Services Officer as to the items to be moved and the time of move established, a Property Turn In, Form 36-24, will be prepared in quintuplicate listing by stock number, nomenclature and quantity all items to be transferred. Original and three copies of Form 36-24 will be submitted to the Building Services Officer receiving the property and one copy retained by the originating Services Officer.

(3) At the time pickup of property is effected, the Building Services Officer will supervise the loading to determine that property moved corresponds with that listed on transfer document.

(4) Building Services Officer receiving property will supervise the unloading of same and will, as soon as practical, check the items against the transfer document for correctness of stock number, nomenclature and quantity.

(5) After checking property the Building Services Officer will sign, as receiving individual, the original and three copies and distribute as follows:

| Original | File  |
|----------|---|
| 1 copy   | Building Services Officer transferring property |
| 2 copies |   |

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#### 7. Property Passes

No property, other than that authorized by a duly signed Property Turn In or Transfer Slip, Form No. 36-24, will be removed from a building without a property pass signed by the Building Services Officer or his authorized agent. Inspection and Security Division will be furnished a list of individuals authorized to sign property passes and no other signature will be accepted. The removal of property from a building on a temporary loan basis will require justification from Division level or higher. In the event justification is given for removal of property on a temporary loan basis, a property pass will be prepared in duplicate, original given to the individual concerned and the duplicate retained in a follow up file, which will be checked on a weekly basis, until such time as the concerned property is returned to the building at which time duplicate property pass will be destroyed. Property transferred from one building to another for an indefinite period of time, involving a change of accountability, will be transferred by the use of a Property Turn In or Transfer Slip, Form No. 36-24.

#### 8. Employee Property Issue Record, Form No. 36-99

a. An "Employee Property Issue Record", Form No. 36-99, will be prepared for each individual having custody of portable items of non-expendable nature such as pen sets, portable typewriters, brief cases, tool kits, etc. in the following manner:

8. (1) Initial Inventory - Assoon as possible after the initial physical inventory, a subsequent inventory will be conducted of all portable items and an "Employee Property Issue Record" Form No. 36-99 will be prepared and signature obtained for each employee having custody of such items.

(2) Additional Items - Employee Property Issue Record, Form No. 36-99, will be prepared by the Building Services Officer for portable items upon receipt from supply and signature will be obtained upon delivery of same to using individuals.

(3) Files - Completed "Employee Property Issue Record", Form No. 36-99, will be maintained alphabetically by name of using individual.

b. Any employee, leaving the Agency or transferring from one building or activity to another where a change in property accountability is involved, will be required to obtain a clearance from the Building Services Officer concerned in order that any portable items may be either transferred or accounted for.

(1) In the event an employee is transferring to another activity or building which involves change of accountability and desires to retain portable items charged to him by use of "Employee Property Issue Record", Form No. 36-99, the Building Services Officer will list such items on a Property Turn In or Transfer Slip, Form No. 36-24, prepared in quintuplicate and forwarded to the Building Services Officer concerned with the appropriate Form No. 36-99 attached. Distribution of the Property Turn In or Transfer Slip will be in accordance with paragraph 6b (5) above.

(2) In the event portable items which are charged to an Employee's Form No. 36-99 are not to be transferred with the employee concerned, it is the responsibility of the Building Services Officer to obtain and inspect said items prior to the departure of employee in order that the necessary adjustments may be made on the appropriate "Employee Property Issue Record".

#### 9. Property Utilization

Building Services Officers will make periodic surveys of entire area within building or group of buildings under his jurisdiction to determine that:

- a. All property is in serviceable condition.
- b. All property is being utilized properly and that there is no excess.
- c. Adequate care and protection of property is being exercised.
- ✓ d. Space is being properly utilized. If such is not the case, notification will be submitted to Administrative Services.

- ✓ e. Necessary precautions are being taken to prevent fire hazards.
- f. Building is maintained in such a manner to prevent accidents, i.e., loose boards, torn floor coverings, rough hand rails, etc., are reported and repaired.
- g. Hallways and entrances are maintained in an orderly manner.
- h. Security measures are being complied with.
- i. Missing property is reported immediately to the Property Survey Officer.

10. Supply Rooms (Expendable Property)

The Building Services Officer will establish and maintain where feasible a supply room for expendable supplies most commonly used by the various activities served. The following internal working procedure will be adhered to by the Building Services Officers with respect to the operations of the supply rooms.

a. Stock Issues: Personnel within operating activities will fill in the quantity of items required on Form No. 36-204, Building Supply Order. Items of supply will be issued directly over the counter to requesting individuals or, if warranted, to activity location. Copies of Form No. 36-204 will be retained in a folder and will be utilized for the purpose of stock replenishment. Folders will be marked beginning with the first and ending with the last working day of each week.

o b. Stock Replenishment: Using Form N. 36-204, Building Supply Order, items required for replenishment of stock will be accomplished on the last working day of each week. Quantities of each item issued as reflected on issue documents contained in weekly folders, will be consolidated and transcribed to Form No. 36-204, Building Supply Order, prepared in duplicate. The last working day of the week covering the Form No. 36-204. Both copies will be directed to the Chief, Departmental Warehouse Branch, for issue purposes. Upon delivery of supplies, one copy of Form No. 36-204 will be issued to the Building Services Officer and will be inserted in the weekly folder covering the period for which replenishment is being made. The original will be signed by the Building Services Officer and will be returned to the Chief, Departmental Warehouse Branch and will serve as a credit voucher to Supply Account No. 2, Office Supplies.

c. Requests for Items Not Contained in the Supply Rooms or Abnormal Quantities of Items: Operating activities requiring expendable stock items other than those listed on Form No. 36-204 will insert the appropriate stock number and quantity desired on the reverse side thereof. The name of the requesting individual, telephone extension, room and building location will be included on Form No. 36-204. The Building Services Officer

will, at the end of each day, transcribe such information from the Building Supply Order, Form No. 36-204, to Request for Supplies, Equipment or Services, Form No. 36-7, prepared in duplicate. Upon receipt of such items from the warehouse, the Building Services Officer will either contact, via telephone, the requesting individual relative to furnishing information pertaining to availability of items, deliver the items direct to the office, or furnish the items over the counter upon request of the office, or furnish the items over the counter upon request of the individual concerned. One copy of Form No. 36-7 will be inserted in the weekly folder, attached to the daily Building Supply Order, Form No. 36-204.

d. Supply Audit and Inventory: Records maintained by the Building Services Officer reflecting receipts and issues of supplies are subject to audit. The Audit Division under the jurisdiction of Inspection and Security Office is responsible for auditing property and supply records exclusive of conducting complete physical inventories of stock.

e. Maintaining Supply Rooms: In addition to the above, it will be the responsibility of the Building Services Officer to carry out the following functions with respect to the orderly maintenance of supply rooms:

(1) All items will be arranged, insofar as possible, by numerical sequence of the stock numbers on the shelves. Space permitting, no items will be stored on the floors.

(2) One large trash receptacle will be utilized within each departmental supply room to provide for abnormal flow of trash.

(3) In addition to his other duties the assigned storekeeper will be detailed to cleaning floors, dusting shelves and neatly arranging stock on a daily basis.

(4) Return to Supply Division warehouse, items which are not practical for reissue. This will be accomplished when deliveries are effected by the warehouse.

#### 11. Supply Rooms (Non-Expendable Property)

The Building Services Officers will establish and maintain a storeroom for "common use" items such as chairs, desks, typewriters, clocks, typist stands, etc. In the event the Building Services Officer finds items of this nature which are not being used, he will remove them from the activity and place them in a storeroom to fill future requests. This will provide for emergency requisitions and will save numerous deliveries and pickups by the warehouse.



12. Repair Procedure

In cooperating with the Departmental Warehouse Branch, a schedule will be established whereby a furniture and typewriter repairman will be on hand in each building once a week to make minor repairs to office furniture and typewriters. The Building Services Officer will be responsible for noting any requests for minor repairs and further for observing during his periodic surveys any furniture and typewriters in need of minor repairs in order that the services of the repairment may be utilized to the best advantage.

13. Maintenance of Records

Three types of records will be maintained namely:

- a. One copy of each receiving, transfer, and turnin document.
- b. Form No. 36-99 for each employee having within their custody items of portable nature such as pen sets, brief cases, portable typewriters.
- c. Form No. OP-7, Property Pass for items which are out of the building or on a temporary loan basis.

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